NATIONAL AERONAUTICS AND SPACE ADMINISTRATION **Kennedy Space Center** **Kennedy Space Center, FL 32899**	**DATA REQUIREMENT DESCRIPTION**	**1. RFP #:** ODIN **2. DRD #:** ODIN-KSC-1 Date: 12/1/2004 Page 1 of 1

3. TITLE: REPORTS, SUPPLEMENT TO SUPPORTING INVOICE DATA (DRD ODIN-OSF-1)

SUBMITTAL REQUIREMENTS	
4. TYPE: 3	**5. FREQUENCY OF SUBMISSION:** 10th business day of each month
6. DISTRIBUTION: (2 sets) 1 Complete set to both the DOCO and DOCOTR	**7. INITIAL SUBMISSION:** 10th business day of January 2005

8. REMARKS: This report shall be submitted with ODIN-OSF-1. The specific data reporting requirements identified below satisfies the requirement set forth in paragraph 12.2.c of ODIN-OSF-1.

DATA REQUIREMENT DESCRIPTION	

9. USE: Provides NASA with detailed data aggregated for use in accurately reflecting price at Program/Project level.	**10. REFERENCE:** Paragraph (g) of Contract clause 1. CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (52.212-4) (May 1997)
	11. INTERRELATIONSHIP:

12. Preparation Information
a. **Summary/rollup for each seat/service category including optional service levels**
     The following example is provided:

GP1 PC	Quantity x base seat price = total dollars
Hardware Maintenance:	
Basic	Quantity x base seat price = total dollars
Regular	Quantity x base seat price = total dollars
Premium	Quantity x base seat price = total dollars
System Software Maintenance:	
Basic	Quantity x base seat price = total dollars
Regular	Quantity x base seat price = total dollars
Premium	Quantity x base seat price = total dollars
(Continue for all applicable Service Levels)	
Repeat for all seats	

 b. **Directorate /Organization -** Sorted by mail code (the 2 digit alpha user org code) or small contractor/resident office by name
 c. **Special Requirements**
     a. Sorted by category (return to service, priority service, temp seats)
     b. Sorted by mail code (the 2 digit alpha user org code) or small contractor/resident office by name
 d. **Catalog purchases -** Sorted by mail code (the 2 digit alpha user org code) or small contractor/ resident office by name including toner services
 e. **Invoice Corrections -**Sorted by mail code (the 2 digit alpha user org code) or small contractor/resident office by name